



# Edward R. Roybal Comprehensive Health Center

## Certified Medical Assistant

Edward R. Roybal Comprehensive Health Center is one of 17 facilities in the Ambulatory Care Network. Located in East Los Angeles, Roybal is often referred to as the "Clinica de Colores" (the clinic of the colors) by the patients and community we serve.

### Position Information:

The Certified Medical Assistant is primarily responsible for providing assistance to the licensed medical staff in the examination, treatment, and care of patients in an outpatient clinic, under the supervision of a physician.

### Responsibilities:

- Work directly with patients completing intake and discharge functions.
- Perform simple Point of Care Testing (POCT).
- Administer medications per provider's orders.
- Document proficiently in the Electronic Medical Record (ORCHID – Power Chart).
- Coordinate and maintain inventory control for clinic supplies and materials to ensure efficient flow of clinic operations.
- Be an example of a patient care advocate and make every attempt to resolve patient complaints with the clinic.

### Desirable Qualifications:

- Experience in an Ambulatory Care Clinic.
- Ability to work well in a team based setting.
- Effective interpersonal and organizational skills.

**Candidates must currently be a permanent County of Los Angeles employee who hold the payroll title of Certified Medical Assistant to be considered for a lateral transfer or a reachable candidate on the DHS certification list to be considered as a new-hire.**

**Interested candidates must submit a resume to:**

**Emma Espinoza, Nursing Secretary**

**Edward R. Roybal CHC**

**245 S. Fetterly Ave.**

**Los Angeles, CA 90022**

**(323) 780-2211**

**Email: [EEspinoza4@dhs.lacounty.gov](mailto:EEspinoza4@dhs.lacounty.gov)**

**Resumes will be accepted until the needs of the department are met. Only the most qualified candidates will be scheduled for an interview.**

**This is not a civil service exam**